



STATE OF NORTH CAROLINA  
DEPARTMENT OF ADMINISTRATION

ROY COOPER  
GOVERNOR

MACHELLE SANDERS, SECRETARY  
MARK EDWARDS, DEPUTY SECRETARY

07/21/2017

Ms. Karen Bearden  
1809 Lakepark Drive  
Raleigh, North Carolina 27612

Dear Ms. Bearden:

Your application to use the space across from the Governor's Mansion has been approved (as highlighted in yellow on the attached map). Your permit authorizes the use of the premises Wednesday, July 26, 2017 from 9:30 am until 12:00 pm.

It is my understanding that the area will be used for a peaceful rally. You expect approximately 100 people to attend. I have enclosed the North Carolina Fire Prevention Code Requirements For Tents and Canopies Erected On State Property which must be followed. All tents used must be weighted and not stake driven. As the responsible party listed on the Application to Use Public Buildings and/or Grounds you are required to be on site during set up and ensure that all rules and regulations are followed at all times. You will be allowed to have two to five kayaks, no paddles or other "gear" will be allowed, on the grassy area only and they cannot impede pedestrians or parking. Any signs or banners must be hand-held as they must not be affixed to any structures or staked into the ground.

Please remember to leave the grounds clean and undamaged. You will be responsible for the removal of your trash from state grounds. There is no parking on the grounds. Your event will be held in areas near office buildings where employees will be working from 7:30 am until 5:30 pm. The amplification of sound should be minimal; however, the normal amplification of voice for speakers is permissible. If your plans change or if you need further assistance, please call Rebecca L. Squires at (919) 733-3514.

Sincerely,

Greg Gattins  
Facility Management Division

Enclosure

cc: Glen Allen, Chief  
State Capitol Police

P17141

Mailing Address:  
NC DEPARTMENT OF ADMINISTRATION  
FACILITY MANAGEMENT DIVISION  
1313 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1313

Telephone: (919) 733-3514  
Fax: (919) 733-1430  
COURIER #56-54-04  
Website: [WWW.DOA.NC.GOV/FACILITY](http://WWW.DOA.NC.GOV/FACILITY)

Location:  
FACILITY MANAGEMENT DIVISION  
431 NORTH SALISBURY STREET  
RALEIGH, NORTH CAROLINA 27603

# State of North Carolina, Department of Administration

## APPLICATION TO USE PUBLIC BUILDINGS AND/OR GROUNDS

Please print or type.

Rules and regulations adopted by the Governor and Council of State govern use of public buildings and grounds (defined by G.S. 143-330) by any individual or group of whatever kind. Please complete Items 1 through 12 and submit one copy via mail, electronic mail ([ncfacilitymanagement.net](mailto:ncfacilitymanagement.net)), or facsimile (919-733-1430) at least 7 full business days before date of proposed use to Director, Facility Management Division, 1313 Mail Service Center, Raleigh, North Carolina 27609-1313. Failure to comply with these regulations is punishable at the discretion of the Court under G.S. 143-363.1. Note that permits requests will not be considered more than one year in advance of the event date.

|  |   |  |  |
|--|---|--|--|
| 1. Public Building(s) and/or Grounds applied for:<br>Across the street from Executive Mansion  |   | 2. Date of Application:<br>7/31/17   |  |
| 3. Date Desired:<br>7/28/17 (Wed)  | 4. Time Desired (limit of 4 hours):<br>From: 9:30 am To: 12:00 pm | 5. Expected Attendance<br>20-100   |  |
| 6. Describe Intended Usage. Provide Goals, Objectives, or Purpose for this Permit Request:<br>Bringing attention to the proposed Atlantic Coast Pipeline (ACP) and calling on Gov. Cooper to protect the rivers and watersheds that could be affected by the proposed pipeline. A land-based kayak river event emphasizing water and wildlife that will be affected by the proposed ACP. We'll have speakers, kayaks, inner tubes, and signs for visuals. We will also thank Gov. Cooper for signing onto the We Are Still In campaign, pledging to uphold the Paris Climate agreement. This will be a peaceful event. We are still working on setting up speakers. There will be people speaking from organizations involved with educating the public about the proposed pipeline, landowners affected by the proposed pipeline, and kayakers. |   |  |  |
| Will Tent or Canopy be used during the event? If Yes, what size: No  |   | Attach a copy of the REQUIRED Tent or Canopy approval  |  |
| Check if needed: <input type="checkbox"/> Electrical Power (voltage and amps): _____   |   | <input type="checkbox"/> Trash Cans <input type="checkbox"/> Recycle Bins  |  |
| 7. State Agency, Organization or Individual Making Request and Secretary/Executive involved if applicable:<br>350 Triangle   |   | Phone:<br>919-844-9050   |  |
| Address:<br>1809 Lakepark Drive, Raleigh, NC 27612   |   | Fax:   |  |
| Email Address: chickadeebirders@earthlink.net  |   |  |  |
| 8. Contact Person accepting Responsibility for Event:<br>Karen Bearden   |   | Phone:<br>919-844-9050   |  |
| Address:<br>1809 Lakepark Drive, Raleigh, NC 27612   |   | Fax:   |  |
| Email Address: chickadeebirders@earthlink.net  |   |  |  |
| 9. Give requested information about expected active participants (speakers, workers, etc.) Attach separate sheet, if necessary.  |   |  |  |
| Name   | Address   | Phone  |  |
| See separate sheet   |   |  |  |
|  |   |  |  |
|  |   |  |  |
| 10. Use separate sheet to list names, titles, and addresses of all officers and board members of organization, corporation, or group.  |   |  |  |
| 11. Applicant Signature (print name and sign):<br>Karen Bearden Karen Bearden  |   | 12. I have read and understand the regulations listed on the reverse side of this form. Responsible Person Signature (print name and sign):<br>Karen Bearden Karen Bearden |  |
| THE SECTION BELOW IS TO BE COMPLETED BY INTERNAL REVIEW STAFF  |   |  |  |
| Security Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Security provided by: <input checked="" type="checkbox"/> State Capital Police <input type="checkbox"/> City of Raleigh <input type="checkbox"/> Other  |   |  |  |
| Number of Officers Needed: # TBD   |   |  |  |
| Duration Officers Needed:  |   |  |  |
| <input checked="" type="checkbox"/> Recommend Approval * LOCATION SUBJECT TO D.O.A. APPROVAL   |   |  |  |
| <input type="checkbox"/> Recommend Disapproval   |   |  |  |
| Approved by Chief, State Capital Police  |   | Date: 07/31/2017   |  |
| <input type="checkbox"/> Permit Approved Permit Number: RPT141   |   | 07/21/2017   |  |
| <input type="checkbox"/> Permit Denied   |   |  |  |
| Approved by Director, Facility Management Division   |   | Date:  |  |

## INSTRUCTIONS AND REGULATIONS

1. Permits ordinarily will be issued for a maximum of four (4) hours, excluding setup and cleanup. Requests for an extended time period may be granted upon fully documented need. Requests will not be considered more than one year in advance of the event date. The Department of Administration reserves the ability to reasonably adjust the time or location of permitted uses to accommodate government operations, public order and safety.
2. Permit holder is responsible for the removal of all trash generated from activity conducted on state grounds.
3. Events held during work hours (7:30 a.m. to 5:30 p.m. Monday through Friday) affect employees in nearby offices. Public address (PA) systems to amplify voice are permitted, but the sound should not be audible more than 100 feet from the speaker location.
4. Electrical outlets are generally available but are the permit holder's responsibility to confirm in advance of the event. Water hook-ups are not provided.
5. Regardless of which site is authorized by permit to use, do not block entrances, exits or sidewalks. These must always be available for pedestrians and visitors to the building.
6. Inside of public buildings, utilization of public corridors must ensure that no entrance, exit, restroom or office doors are blocked and that handicapped accessibility is not impeded. Guests must be mindful of their impact on employees working in these facilities.
7. **VEHICLE USE AND PARKING:**
  - a. Parking is not permitted on the State Capitol grounds, Bicentennial Mall and Halifax Mall. Use of vehicles at permitted sites is restricted to loading and unloading purposes. Violation of terms may result in permit cancellation and future denials.
  - b. Vehicles are only permitted in the designated area of the Halifax Mall between the Education and Revenue buildings for loading and unloading purposes. Lightweight vehicles such as a golf cart may be used to transport materials and supplies from this area to the event area.
  - c. Visitor parking is available at the corner of Wilmington and Jones streets.
8. **RULES SPECIFIC TO THE STATE CAPITOL BUILDING:**
  - a. In addition to submitting this permit application, all requests for the State Capitol must notify the State Capitol Historic Site office at 919-733-4993 and ask for its permit request form. This Application to use Public Buildings and/or Grounds is only for a request to use the grounds and does not include access to the State Capitol.
  - b. Vehicles are only permitted in the driveway loop on the north side of the Capitol Building for loading and unloading purposes. Parking on sidewalks is expressly prohibited.
9. **USE OF TENTS AND CANOPIES:**
  - a. Tents and membrane structures with an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the State Construction Office.
  - b. Specific rules regarding erection of tents and canopies are available from the State Construction Office, 919-807-4100. Ask for a Code Consultant if you have questions. The authorization request form is available online at <http://www.nc-sco.com/documents.aspx>.
  - c. Tent/canopy approvals from the State Construction Office must be submitted no later than 36 hours before installation. Failure to submit tent/canopy approvals may result in cancellation of permit.
  - d. All tents/canopies used must be weighted and not stake driven. The structure will be inspected by the appropriate fire code official on the day it is constructed. Any structure that is in violation of NC Fire Code or not specifically approved by permit must be removed. If not removed, the event permit will be terminated.
  - e. State Construction Office mailing address is 1307 Mail Service Center, Raleigh, NC 27699-1307 (Courier Number 56-02-01). Plans may be delivered to its offices located in the Education Building, 301 N. Wilmington St., Suite 450, Raleigh, or faxed to 919-807-4110.

Rev. September 2011



North Carolina Fire Prevention Code Requirements For  
Tents, Canopies and Membrane Structures  
January 20, 2010

For an event using tents, canopies and membrane structures the NC Fire Prevention Code (NCSFC) requires the project to be evaluated for fire and life safety and a permit to be obtained. For all State-owned property State Construction Office (SCO) is responsible for the evaluation and granting of a permit. Upon obtaining satisfactory evidence that the proposed structure will be in accordance with minimum Code requirements, SCO issues a permit in the form of a signed approval letter (or an E-mail). SCO's approval merely acknowledges Code compliance and does not constitute an agreement for use of the space. That is obtained from the Department of Administration or the owning agency/university.

The following apply when planning to erect tents, canopies or membrane structures:

1. Any tent or membrane structure over 200 square feet (SF), canopy in excess of 400 SF (with sides) or canopy in excess of 700 SF (without sides) requires a permit and approval from the fire code official.
2. All such structures are to be certified as either being composed of flame resistant material or treated with a flame retardant to meet flame propagation performance criteria of NFPA 701.
3. In addition, any such structure which can be occupied by 50 or more persons is to have detailed site and floor plans. Site plan to indicate structure location, 20 FT fire lanes and 20 FT separation distance from other structures, lot lines, building lines, parked vehicles, internal combustion engines etc. Floor plan to indicate the seating arrangement, means of egress and any cooking, cooling, heating or electrical equipment.
4. If the occupancy of an air-supported structure exceeds 200 persons, auxiliary emergency power is required. NOTE: The occupancy is to be calculated using the North Carolina State Building Code (NCSBC) Table 1004.1.1 with 5 SF per person for standing areas, 7 SF per person for seating areas and 15 SF per person for areas with tables and chairs.
5. The plans are to indicate if the structures will or will not have flaps or sides. This affects the placement of exits signs, fire extinguishers and other life safety equipment.
6. Smoking is not allowed with these structures.
7. Open flames or other devices emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking devices or any unapproved equipment are not allowed inside or within 20 feet of such structures while open to the public.
8. Restroom accommodations are to be provided for the public and accessibility features provided for persons with a disability.
9. Refer to NC State Fire Code Chapter 24 for additional code requirements and guidance.

The owner must direct the event organizer to submit plans for the event to SCO at the address below. This must be done as soon as the event is scheduled to allow time for review and for the vendor to respond to any resulting questions and/or a possible site visit by one of our staff to better assess the plan. If the owner or vendor does not submit their plans to SCO soon enough to allow a reasonable time for evaluation and approval, the event cannot be approved and must be either rescheduled or cancelled.

If a situation arises where it is necessary for SCO to ask the local building official to review the event plans and/or inspect the structure on our behalf (e.g., due to a time or location issue), the cost for such local government inspection permit will be borne by the owner or event organizer, as applicable.

If there are any questions, please contact us at 919-807-4100 and ask to speak to a State Construction Office Code Consultant. Our mailing address is State Construction Office, 1307 Mail Service Center, Raleigh, NC 27699-1307, Courier Number 56-02-01. Plans can be delivered to New Education Building, 301 North Wilmington Street, Suite 450, Raleigh, North Carolina 27601 or faxed to 919-807-4110.

